NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRH   26 July 2011

MEMORANDUM FOR The Military Personnel Management Officers, Human Resource Officers of All States, Guam, Puerto Rico, the US Virgin Islands and the District of Columbia

Subject: Guidance Concerning Applications for the Federal Recognition of Warrant Officers (ARNG-HRH Policy Memorandum #11-045)

1. Reference. ARNG-HRH Policy Memorandum #11-015, Federal Recognition of Warrant Officers Appointments in the ARNG, dated 14 June 2011.

2. Purpose. Provide guidance to reduce processing time for applications for the federal recognition of ARNG warrant officer initial appointments and appointments to a higher grade. The recent change in statute to require federal recognition of all warrant officers, regardless of COMPOS, will mean a total increase in process time from 90 to 120 days. The elimination of common errors in application packets submitted will minimize the time necessary to staff these applications.

3. Policy. The 54 States and Territories will ensure the following is accomplished in connection with an application for the federal recognition of a warrant officer promotion.

    a. Ensure the officer's PQR is fully up to date before submission and any necessary supporting documents are uploaded into iPERMS.

    b. Ensure any necessary waivers or exceptions to policy (ETP) have been obtained and are included with the application.

    c. Use of the 20110703 (EF) version of the NGB Form 89 is mandatory beginning 1 October 2011.

        (1) The ten digit DoD identification number for board members replaces Social Security numbers. Soldier's DoD ID numbers can be obtained at https://dod411.chamb.disa.mil/. This is the number currently associated with the Common Access Card's electronic signature.

        (2) The date at the top of page 1 of the NGB Form 89 should be the same as the date on the Senior Army Advisor (SRAA) board appointment memorandum.

        (3) When entering the MOS for the authorized position, if applicable, include all ASIs/SQIs reflected on the authorized manning document (may be nine digits).

        (4) Block C should read "None" or "N/A" if no educational requirement exists.

        (5) In reference to "exemplary conduct" in Block D, ensure the "Yes" block is checked.

(6) If Block F does not apply, check box marked "N/A".

(7) "Race" and "Ethnicity" choices at the bottom of page 1 must match what is shown in SIDPERS.

(8) The date indicated in the "DATE EXAMINATION COMPLETED" field on page 2 should match the date the board is convened (second line of page 1).

(9) If the board consists of only three members, place the recorder's name in the fourth block on the bottom of page 2 and select "Member/Recorder" from the drop down menu.

(10) Ensure all required signatures are present before submission, to include the SRAA's signature.

d. Information on the State order must match that indicated on the NGB Form 89.

(1) Ensure that the State order includes the applicant's full name spelled out (including middle name). The applicant's name on the NGB Form 89 must be formatted First, Middle, Last. MTOE/TDA assignments on the State order must match that indicated on the NGB Form 89 (Use FMSWEB to confirm).

(2) Ensure that the effective date on the State order is correct (i.e., on or after date of board, TIG eligibility date is met). The date of rank should be the same as the effective date or "N/A".

e. Members of the Federal Recognition Board must be properly appointed by the SRAA. Information reflected on the NGB Form 89 concerning the board and the composition of the board must accurately reflect that on the Federal Recognition Board memorandum.

4. The point of contact for this memorandum is MAJ Trenia Coleman, Chief, Special Actions Branch, at DSN 327-5831, 703-607-5831, or trenia.d.coleman@us.army.mil.

GILBERT S. MORALES, JR.
DAC, GS-15
Acting Chief, Personnel Policy Division